

UTILITY OPERATIONS SPECIALIST II

204

DEPARTMENT: James City Service Authority/Utility Operations

NATURE OF WORK:

Performs skilled work and manual labor in the maintenance and repair of water and sewer valves, and fire hydrants found within the James City Service Authority's water and wastewater system.

Duties are performed under the limited supervision of the Utility Operations Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Locates and marks water and sewer valves in the James City Service Authority's water and sewer systems by using drawings and/or locator equipment.

Ensures that fire hydrant branch valves, in-line water valves, and force main valves are clearly identifiable and operational. Checks valves on a routine schedule to ensure they open and close properly. Performs any necessary maintenance and repair. Raises fire hydrant branch valves and in-line valve boxes to proper height as necessary.

Maintains fire hydrants through the County. Performs routine preventive maintenance to internal components on a scheduled basis. Performs repairs to nonoperational or damaged hydrants. Replaces hydrants when necessary. Raises hydrants to proper height when necessary.

Paints all fire hydrants on a scheduled basis; locates associated water valves, paints covers, and marks location.

Cuts grass, weeds, and brush from around fire hydrants and water and sewer valves to ensure ability to locate.

Sketches location of water and sewer valves by measuring from and identified landmark, creating a valve and fire hydrant guide for future use.

Operates global positioning system (GPS) equipment to accurately plot infrastructure into the County's GIS system.

Checks pressure in force main lines and blows off as necessary.

Determines parts and tools needed to perform work; orders from the warehouse.

Researches vendor catalogs and writes specifications for parts required to repair fire hydrants. Works with JCSA Warehouse to order the parts.

Assists water or sewer crews as assigned or in emergency situations.

Responds to emergency calls at all hours, and is required to be on-call periodically.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed outdoors in all weather conditions. Requires manual labor, including, digging, and heavy lifting. Requires considerable walking sometimes over uneven terrain. Work is frequently performed along roadsides in hazardous locations.

Drives County vehicle. Operates a variety of hand tools and power equipment in the performance of duties. Operates metal detector.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of valve maintenance and repair.

Considerable knowledge of the safe and effective use and operation of wide variety of hand and power tools and equipment.

Knowledge of fire hydrant maintenance and repair.

Knowledge of methods for locating underground valves.

Knowledge of all waterlines, sewer force mains, and associated valves found within the JCSA system.

Ability to read drawing and blueprints to locate valves.

Ability to work independently without close supervision.

Ability to work in disagreeable conditions.

Ability to perform strenuous physical labor.

Ability to follow oral and written instructions.

Ability to deal courteously and effectively with coworkers and the general public.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred, and experience in water and sewer line maintenance and repair, including valve maintenance; knowledge of fire hydrant maintenance desirable; or any equivalent combination of education and experience providing the knowledge, skills and abilities cited above.

Must have experience with James City County Service Authority in the position of Utility Operations Specialist; have completed at least one complete rotation among the water, sewer, and inflow and infiltration crews and demonstrated technical expertise in each of the areas; will be determined by performance oriented evaluation methods, including both written and skills testing, and performance evaluations.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia commercial driver's license and must have a satisfactory driving record based upon James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e., respirators both canister and airline types, and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements for the JCSA's Respiratory Protection Program.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Specialist

Position Number 204

Department JCSA

Division Utility Operations

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others must have ability to convey technical meanings
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>must be able to use delicate measuring equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓	✓		
Hold/Carry						✓		✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☐ 1 flight
☒ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☒ Other as many as 25
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand			✓					✓	
Sit		✓						✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
- ☐ Night vision
- ☒ Focus (distinctness or clarity)
- ☒ Color perception (discriminate between colors)
- ☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>Heavy construction equipment</u>			